

Gedling Homes- Person Specification

Title: Caretaker

CRITERIA	CATEGORY	METHOD OF ASSESSMENT
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1. Educational Standard/Qualifications

Evidence of secondary school education	E	App / Int
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2. Specialist Skills

Ability to deal with members of the public and colleagues in a polite and respectful manner	E	App / Int
Appreciation and adherence to health and safety regulations provided by the Employer	E	App / Int
Ability to carry out general maintenance duties	E	App / Int
Take responsibility for passing on issues / concerns / repairs of customers with the appropriate officers	E	App / Int
Ability to communicate with differing groups of people	E	App / Int
Evidence of excellent customer service skills	E	App / In
Ability to retrieve information from customers to provide them with best possible service	E	App / Int

3. Experience

Caretaking and or other environmental maintenance services.	D	App/Int
Experience of providing caretaker/handyman services in the public sector	D	App/Int

4. Key Skills

Clean driving licence with ability to drive vehicle up to 7.5 tons (including trailer)	E	App/licence check
Ability to operate complex mechanical equipment	E	App/ Int
Ability to make sound reasoned judgements	E	App / Int

5. Specialist Knowledge

Ability to demonstrate knowledge and commitment to appropriate health and safety requirements of the post	E	App/Int
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6. Key Competencies

Gedling Homes Competencies as detailed on website	E	App/Int
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For information:

Category D: Refers to **Desirable Features** which would normally enable the successful candidate to perform the duties and tasks better and more efficiently than one who did not have the qualifications, training, experience, etc.

Category E: Refers to **Essential Requirements** without which the candidate would be unable to carry out the duties of the post.